



## Southern California Association of Governments

### Human Resources

818 West 7th Street, 12th Floor, Los Angeles, California 90017 • (213) 236-1910 • [www.scag.ca.gov](http://www.scag.ca.gov)

# DEPUTY EXECUTIVE DIRECTOR OF POLICY, STRATEGY AND PUBLIC AFFAIRS # 403

Salary: \$158,108 - \$205,541 per year

Deadline for applications: Monday, June 14, 2010

## THE POSITION

This is a new position reporting to the Executive Director. The position is responsible for overall management and direction of the activities and operations of the Government and Public Affairs Department, and Legislative Services and Regional Services. Within Government and Public Affairs there are the divisions of Media and Public Affairs and Office of Regional Council Support. Overall staffing is 15 employees and four managers. The position is also responsible for developing, and maintaining quality standards for all programs within the agency.

## ESSENTIAL DUTIES

- Manages SCAG's legislative program and guides SCAG's advocacy efforts at the state and federal level; oversees outreach activities, Regional Counsel support and public affairs strategies.
- Assists the Executive Director in providing general direction in the implementation and management of various major programs; briefs the Executive Director on issues of concern.
- Represents Policy, Strategy and Public Affairs to other SCAG groups, departments, Regional Council, elected officials and outside agencies; explains and interprets agency programs, policies, and activities; negotiates and resolves sensitive, significant, and controversial issues.
- Maintains ongoing communication, collaboration, and coordination with agency management to promote the development of systems and policies to improve service delivery and agency management; provides leadership in decision making, conflict resolution and team building.
- Formulates and implements the agency's legislative strategy; prepares legislative strategies for specific programs and seeks funding for the region's priority projects; coordinates efforts with other stakeholders.
- Develops and extends relationships with members and staff of the state legislature, congress, state, and federal agencies in support of SCAG priorities; meets one-on-one with members of the legislature, their staff, and other state government officials to gain support for the SCAG's advocacy issues.
- Monitors legislative and regulatory issues of concern to SCAG and attends forums where legislation is discussed; apprises executive management of emerging advocacy issues.
- Meets with management and lead staff to identify and resolve problems; assigns projects; reviews and evaluates work methods and procedures; reviews agenda reports.
- Conducts special projects assigned by the Executive Director that may include research and policy development, implementation of specific programs or projects, and/or assisting staff in the implementation of their programs and projects.
- Provides support to the Legislative Committee.

## IDEAL CANDIDATE QUALITIES

- In-depth understanding of government at all levels, local, state and federal
- Working knowledge of transportation programs and policies
- Ability to collaborate with a variety of groups
- Negotiation and conflict resolution skills
- Thorough knowledge of legislative process
- Ability to travel frequently throughout Southern California, to Sacramento, and Washington, D.C.

## ESSENTIAL QUALIFICATIONS

### Minimum Qualifications

**Education, Training and Experience:** Bachelor's degree from an accredited college or university with major course work in public administration, urban planning, or a related field and ten years of responsible experience involving managing legislative relationships/building alliances as legislative liaison or lobbyist experience including five years of management and supervisory experience. A Master's degree in a related area is preferred.

**Knowledge of:** Operational characteristics, services, and activities of a legislative program; legislative and political process; organization and management practices as applied to the analysis and evaluation of legislative programs and policies; program and budget development and administra-

tion; media and public relations principles and concepts; outreach techniques and concepts; principles of supervision, training, and performance evaluation; transportation funding sources and processes; pertinent Federal, State, and local laws, codes, and regulations.

**Ability to:** Provide administrative, management, and professional leadership and direction for the organization; build effective networks and relationships with staff, members, stakeholders, and state/federal representatives and their staff; develop and implement legislative strategies; plan, organize, direct, and coordinate the work of professional staff and consultants; identify and respond to community and Regional Council issues, concerns, and needs; perform extensive research and analysis, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals; prepare and administer budgets; allocate limited resources in a cost effective manner; communicate effectively in writing; allocate limited resources in a cost effective manner.

## APPLICATION AND SELECTION PROCEDURE

Applicants must submit a completed SCAG application by the end of business, Monday, June 14, 2010. Qualified applicants will be invited to participate in the selection process based on the application materials submitted. Applicants must clearly demonstrate through their application materials that they meet the qualifications listed above. The selection process may consist of an application screening, oral presentation, and oral board interview.

## EMPLOYMENT INFORMATION

- Before employment, applicants will be required to provide documentation that verifies their proof of eligibility to work in the United States.
- Reference checking will be done prior to hire. A thorough background check including a review of criminal history, DMV report, and financial history may be conducted for certain classifications.
- Pre-employment medical and drug screening may be required prior to hire.
- Supervisor, manager and director positions are employed through an annual contract.

## EMPLOYEE PROGRAMS AND BENEFITS

- **Insurance Coverage:** Employees participate in a cafeteria plan in which they may choose from three HMO and three PPO CalPERS health plans, two dental plans and a vision plan. SCAG contributes \$800/month towards insurance premiums with the cost difference paid out in cash. Life insurance, in the amount of \$150,000 is provided by SCAG. Short term and long term disability insurance plans are provided by SCAG.
- **Retirement:** Employees become members of the Public Employees' Retirement System (PERS) 2% @ 55 plan. SCAG pays the employee's 7% contribution. ICMA and MetLife 457 deferred compensation plans are available

and SCAG provides a match of 3% of yearly salary up to \$3,500 per year. Employees do not pay Social Security.

- **Holidays:** A total of 13 paid holidays – 9 designated and 4 floating – are provided annually.
- **Vacation:** Ten to twenty days per year.
- **Sick Leave:** Employees accrue sick leave at the rate of one day per month.
- **Health, Dependent Care, & Parking Reimbursement Account:** A tax-exempt savings plan is offered to pay eligible expenses associated with health, dependent care, & parking.
- **Rideshare/Transportation Incentive Program:** SCAG pays up to \$230 per month towards bus, vanpool, or Metrolink pass or up to \$35 per month for ridesharing. To receive this benefit, employees must utilize one of the listed options at least 13 days per month.
- **Flexible Time/Modified Work Week:** Some employees may work a modified 9-80 work schedule, with every other Friday off. SCAG offers a flexible work schedule to allow employees some flexibility on daily work hours.
- **Other Benefits:** SCAG offers credit union membership in the E-Central Credit Union. Employees may have their paychecks automatically deposited. A tuition reimbursement program is offered to employees.

## EQUAL EMPLOYMENT OPPORTUNITY

SCAG is an equal employment opportunity employer. All personnel policies and programs are administered without regards to race, color, religion, political belief, age, national origin, sex, disability, cultural background, or sexual orientation. If you require assistance to participate in this recruitment, please call the Human Resources Office at (213) 236-1931.